

The Ohio State University
Department of Athletics & Business Advancement
Performance Review

Employee: Brian Voltolini
Job Title: Associate AD, GM for Football
Manager: Ryan Day
Date of Review: 6/23/19

Performance Management Process:

We are committed to fostering a high performance culture. To achieve this, we strive to provide each member of our staff with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for exceptional work.

The performance review gives employees and managers an opportunity to reflect on the past year, celebrate our successes, learn from our challenges, and plan for our future.

Sections I & II of the review must be completed by each employee and forwarded to your manager prior to your review. The manager will review the information the employee provides in the self-appraisal and goal setting sections and use it to help them complete the annual review. Employees and managers must meet to discuss the review. Employees are able to attach comments to the review if they choose to.

All reviews must be completed and turned in to Human Resources by June 14th.

Core Values:

Integrity	We will act with integrity and personal accountability.
Education	We will educate each student-athlete with quality academic, competitive, leadership and social experiences to build a sense of responsibility and foster an appreciation for life-long learning.
People	We will keep the well-being of our student-athletes, coaches and staff at the core of every decision.
Excellence	We will excel in performance, achievement and service.
Respect	We will celebrate a climate of mutual respect and diversity by recognizing each individual's contribution to the team.
Innovation	We will encourage innovation, develop a curious mindset and embrace change.
Community	We will enhance the lives of those in our university, city and state communities by helping and paying forward to others.
Tradition	We will build upon our traditions which have been developed throughout our proud history.

Section I. – Self Appraisal

List your key job responsibilities. Assign the % of your time spent in each area. Evaluate each area according to the rating standards. Complete all sections in section I prior to your review and forward to your manager.

% Time	Description of key job responsibilities	Performance	Performance	Opportunity
		Exceeds Expectations	Meets Expectations	for Improvement
100	Budget	X	X	
95	Team Travel	X	X	
100	Manage Staff, Facility Updates,		X	

Summary & Highlights of this past year:

We started the new renovation on the East Wing of the Woody Hayes in April 2018 and the goal of being finished by Jan was pushed all the way to June, for a lot of reasons but was very disappointed that we didn't finish the project in a timely manner

Budget -with new staff (transition) it's always a juggling act to make sure new staff is getting what they need as well as keeping within the budget.

Travel we had no major issues, Bowl game was interesting since it was in LA and hotel was a challenge

Challenges I faced this past year: (job/position related)

August was a challenge. With all the things that happened in August and Dec, we (operations) managed to stay on track. There was no drop off on how we traveled and what we did as a team to make sure the players were taken care off. That is credit to my staff (Quinn, Tori and Brenden Bishop). They did a heck of a job

Had to work with to push the construction company to get our renovation completed

What I will do this year to improve myself & my program:

The Goal each year is to challenge myself to get better. To be more creative, to be a better leader and to make sure that everyone has what they need to be successful..

Managing the front office and all the other dynamics that come with a large staff is always challenging and I can always work to get better.

I Need to start working out more during lunch or after work hours.

Section II. – Performance Review

Staff will be rated by their manager in each of the performance areas listed below. Employees and their manager will meet to discuss each section, why they received each rating, examples to support each rating, and if needed what the manager's expectations are and how the employee can sustain or improve in each area.

Rating Standards:

Employees will be given ratings for each of the listed performance areas according to the following rating scale:

Performance Exceeds Expectations	<ul style="list-style-type: none">Work is consistently efficient, accurate, reliable and, timely; is of superior quality and goes beyond the expectation of the performance objective or core competency.Work is a model for reflecting and supporting the values of The Ohio State University and Department of Athletics.
Performance Meets Expectations	<ul style="list-style-type: none">Work consistently meets the requirements of the performance objective or core competency.Performance is of high quality; it is efficient, accurate, reliable, and timely.Work is done in a manner that reflects the values of OSU and Department of Athletics.
Opportunity for Improvement	<ul style="list-style-type: none">Performance may partially meet the requirements of the performance objective or core competency.Performance warrants considerable improvement.Specific recommendations should be discussed in order to facilitate improvement.

Core Competencies:	Performance Exceeds Expectations	Performance Meets Expectations	Opportunity for Improvement
1. Job Knowledge:	X		
2. Productivity & Quality of Work:	X		
3. Communication:		X	

4. Teamwork:	X		
5. Personal Conduct & Accountability:	X		
6. Leadership:		X	
7. Management (if applicable):			

Summary & Highlights from Past Year:

Won the Big Ten and Rose Bowl,,

Need to find the balance to be able to work out and get into better shape

Need to be a better leader and have those hard conversations with staff on things that we need to tighten up. We can't have slip ups

Completed the East Wing Project in June – its major upgrade from what we had. Its all player based – better eating area, new recovery room and an area for the players to play games and to relax when they are here...

Key areas or priorities for growth / improvement / focus for the upcoming year:

Focus on getting to know the staff and to anticipate what is needed

Focus on updating the facility

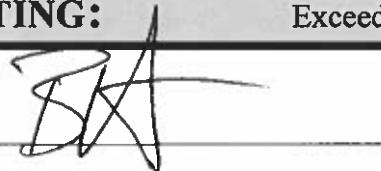
We need to always think of ways to make sure we are doing what is needed for the SA and to make this the best facility in the Big Ten

AN OVERALL RATING MUST BE DESIGNATED FOR ALL EMPLOYEES

OVERALL RATING:

Exceeds Expectations

Employee Signature:



Manager Signature:

